

# VENDOR DIRECT DEPOSIT AUTHORIZATION FORM

Overholt Enterprises, LLC

3506 St. Rt. 224

Montezuma, GA 31063

478-472-1196

## Vendor / Payee Information

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

---

## Authorization Agreement

---

I hereby authorize \_\_\_\_\_ to initiate automatic deposits to my account at the financial institution named below. I also authorize \_\_\_\_\_ to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold \_\_\_\_\_ responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until \_\_\_\_\_ receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

---

## Account Information

---

Name of Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Checking |  Savings

---

## Signature

---

Authorized Signature (Primary): \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Signature (Joint): \_\_\_\_\_

Date: \_\_\_\_\_

---

**Please include a voided check or deposit slip and return this form to the Accounts Payable Department using one of the following options:**

**Email:** [gmiller@omrto.com](mailto:gmiller@omrto.com)

**Fax:** [478-472-4609](tel:478-472-4609)

**Mail:** To address listed above